



Ohio Administrative Code

Rule 4765-24-21 Practical skills examination administration requirements.

Effective: April 1, 2019

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A chartered program shall be permitted to administer the state practical skills testing examination for firefighter, fire safety inspector, and hazard recognition officer certification, if the chartered program meets or exceeds the following requirements:

(1) Has a current and valid charter;

(2) Meets all requirements set forth in rule 4765-24-03 of the Administrative Code.

(B) When administering state certification examinations, the chartered program shall meet all of the following:

(1) The program director of the chartered program shall ensure the integrity and security of all practical skills examinations;

(2) The program director or designated skills coordinator shall supervise the practical skills examinations;

(3) The program director or designated skills coordinator shall be responsible for the administration and set up of the practical skills examination;

(4) The program director or his or designated skills coordinator shall ensure practical skills stations are set up prior to the scheduled examination time;

(5) The program director shall immediately report to the executive director any potential compromise of the examination process;



- (6) The program director shall allow only fire instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during firefighter practical skills examinations. Instructors shall not be permitted to evaluate practical skills examinations that are above the level of the instructor's certificate to practice;
- (7) The program director shall allow only fire safety inspector instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during fire safety inspector and hazard recognition officer practical skills examinations. If fire safety inspector instructors are not available, fire instructors trained as practical skills evaluators, who are also fire safety inspectors, may be used as fire safety inspector and hazard recognition officer practical skills evaluators, provided that the fire instructor has a minimum of three years active experience as a fire safety inspector;
- (8) The program director shall ensure that all practical skills evaluators receive annual practical skills evaluator refresher training;
- (9) The program director or designated skills coordinator shall not permit lead instructors in the firefighter, fire safety inspector, or hazard recognition officer training course to evaluate any student on the specific skills examinations that were taught by the instructor;
- (10) The program director shall ensure the safety of the students by providing equipment, supplies, apparatus, and facilities that meet the performance objectives for firefighter I and firefighter II of the "NFPA 1001" for all firefighter practical skills examinations;
- (11) The program director shall ensure the safety of the students by providing equipment, supplies, and apparatus that meet the performance objectives for fire safety inspector of the "NFPA 1031" for all fire safety inspector practical skills examinations;
- (12) The program director shall ensure each student is advised of the examination appeal process.
- (C) The program director, or designated skills coordinator, and skill evaluators shall ensure a candidate is not permitted to directly observe another candidate during the practical skills



examination.

(D) A state certification examination appeal shall be filed by the student to the program director within five days of the examination date. The appeal shall be in writing and shall include:

- (1) Name of examinee;
- (2) Contact information;
- (3) Specific examination taken;
- (4) Date, time, and location of examination;
- (5) Basis for the appeal;
- (6) Signature of the examinee.

(E) The program director shall report all appeals of the state certification examination to the executive director within five days of receipt.

(F) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:

- (1) There is an allegation of an examination or security compromise;
- (2) There is a known examination or security compromise;
- (3) There is a potential violation of this rule;
- (4) Egregious violations of this chapter of the Administrative Code that warrant a suspension of examination rights.